

~~SECRET~~Document No. 005Date: 23 Feb 78Class: SECRETAddress: 77Date: 23 Feb 78

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Staff Study - Employee Identification Records  
(Locator File)

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1. The attached Staff Study was undertaken to determine the proper organizational element to have custody of employee locator records now being maintained in the telephone room, under the jurisdiction of the Office of Logistics. The study is prepared in detail to facilitate review by personnel of operating elements and, also, implementation, if approved. A resume is, therefore, provided as follows:

a. The telephone room maintains a locator file of Agency employees, reflecting home addresses and telephone numbers, from which locator information is furnished after business hours. Locator calls are referred to the Personnel Office during business hours.

b. About 40 to 50 calls per month are received after duty hours asking for employees' home telephone numbers. The operators have no reliable means for deciding whether the information should be furnished.

c. The workload is, relatively, a minor matter. Identification of the callers as actual Agency employees is much more important.

d. The Security Office possesses the means such as names, badge and other numbers, for identifying the callers on a positive basis. It is proposed, therefore, to transfer the locator file to the Security Office and have the night duty officers dispense locator information after business hours.

e. Cards to maintain the file are furnished complete by the Machine Records Division. Changes average 22 per day.

f. For normal daytime information requests, the telephone operators have a Flexoline index. This record will stay in the telephone room.

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2. Regulation [ ] requires that the Telephone Section give priority service to the CIA Watch Officer. To enable the Telephone Section to do this without the master file, it is proposed in Recommendation "d" of basic study to set up a relatively small file of key employees. However, the Deputy Assistant Director of Personnel infers in memorandum of concurrence dated 14 October 1954 that the CIA Watch Officer might obtain information regarding Agency officials and key employees during "off-duty" hours from the night Security Officer. With respect thereto, supplemental coordination reveals (1) the Security Office will not object to furnishing required information to the CIA Watch Officer and (2) OCI will accept the facilities of the Security Office in lieu of the Telephone Section. Under these circumstances, Recommendation d. may be omitted from consideration, i.e., except for the provision concerning secretaries to which the Personnel Office has concurred.

3. Reconciliation of comment observed in memorandum of concurrence dated 28 February 1955 from the Director of Security is provided by paragraph reference as follows:

a. Paragraph 2a - The recommended publication of an Agency notice emphasizing the importance of submitting changes in locator information might make unnecessary the establishment of a standard procedure on changes from overt to covert status as suggested in Paragraph 1a. of the memorandum of concurrence dated 14 October 1954 from the Deputy Assistant Director for Personnel. A final determination could be made after a reasonable test period of approximately six months duration.

b. Paragraph 2c - The Security Office has agreed to give further study to this implementing recommendation on pink cards as it entails consideration of day time operations in the telephone room.


All other implementing recommendations made in both memoranda of concurrence are constructive and may be adopted.

4. As suggested in Paragraph 3 of memorandum dated 28 February 1955 from the Director of Security, the concurrence of the Central Cover Division DD/P has been obtained in addition to those of the offices of Personnel, Logistics and Security, all of which are included in this referral.

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5. Your approval of the study is recommended subject to deletion of Recommendation d. of basic study as specified and the item referred to in Paragraph 3b. above.

  
Chief, Management Staff

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ATTACHMENTS:

- 1 - Memo fr Director of Security
- 2 - Memo fr Dep. Asst. Dir. of Personnel
- 3 - Staff Study

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